



**Minutes of Stewardship for Equity, Equal Employment and Diversity (SEEED) Committee  
Held on January 25, 2016  
Building 6, Room 6-203**

**Tri-Chairpersons:**

Angélica Garcia, Lucia Lachmayr, Aaron McVean

**Members Present:**

Wissem Bennani, Amory Cariadus, Serena Chu-Mraz, Luis Escobar, Nina Floro, Ricardo Flores, Marlon Gaytan, Victoria Goncalvez, Nathan Jones, Raymond Jones, Jessica Lopez, Miku Mendoza, Joe Morello, Nathaniel Nevado, David Reed, Tammy Robinson, Michael Stokes, Marisa Thigpen, Chad Thompson, Phillip Williams, Rob Williams, Karen Wong, Lavinia Zanassi

**Members Absent:**

Patricia Mendoza, Nadia Tariq,

**Resource:**

Belinda Chan (Recorder), Zahra Mojtahedi

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**1. GENERAL FUNCTIONS**

**1.1 Call to Order**

Aaron McVean called the meeting to order at 2:13 p.m.

**1.2 Approval of Agenda**

A motion was made by Joe Morello and seconded by Phillip Williams to approve the January 26, 2016 agenda. Motion carried unanimously.

**1.3 Approval of Minutes**

A motion was made by Joe Morello and seconded by Michael Stokes to approve the November 24, 2015 minutes. No changes made. Motion carried unanimously.

**2. DISCUSSION/ REPORT**

**2.1 The Learning Community Survey**

Lucia Lachmayr and David Reed provided a further comment on the Learning Community survey result.

Members were given 5 minutes to further discuss about the result and to provide recommendation for higher rates in accessing The Learning Center. Some of the recommendations included:

- Invite workshops/ events to be held at TLC to allow TLC services to be introduced
- Incorporate TLC as part of a course/ workshop
- Assign a dedicate social media person to recruit students to access TLC
- Offer extra credit option for accessing TLC
- Invite faculty to bring classes to TLC
- Embed TLC tour as part of the new student orientation tour



## Approved Minutes

### 2.2 Student Equity Plan

The Student Equity Plan (SEP) was submitted to the College Governance Council and to the Board promptly with no issues. The SEEED Committee will oversee the SEP and its stewardship throughout the Skyline College community. Members are expected to be well informed with the SEP components and its services.

### 3. ANNOUNCEMENT

- 3.1 Director of Student Equity and Success is to be hired. Members are encouraged to provide feedback on the job responsibilities and its title. Please contact Chairperson Garcia for more information.
- 3.2 Student Equity Plan has been posted online. It can be accessed through the SEEED website.
- 3.3 District Committee on diversity is collecting comments on where to post job opening information.
- 3.4 CCSSE Survey will be administered in April. Selected classes will received further notification from Karen Wong.

### 4. NEXT REGULAR MEETING

Next meeting will be held on Tuesday, February 23 2016 from 2:10 p.m. to 4:00 p.m. in Room 6-203.

### 5. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:34 p.m.

Minutes were approved on February 23, 2016.



**Approved Minutes**